



FPT Spring international internship program 2023 [business] Application Guide for the Business Internship Program Co-sponsored by FPT University

Hosei University will host a business internship program, lasting for about four weeks, at a number of companies in Vietnam in cooperation with FPT University, which is our partner university established with the aim of cultivation of human resources by FPT Corporation, the largest information technology (IT) company in the country. Under the program, students can experience an internship not only in IT fields such as software development, but also in various other business fields, including personnel affairs, marketing, publicity and quality assurance.

Note: You can't apply more than one program in the spring of 2023

Objective: To acquire business skills at a global level through internships at Vietnamese companies.

Co-sponsor: FPT University (in Vietnam) <http://international.fpt.edu.vn/>

Number of participants: 4 persons
*If none of the applicants is suited for a certain destination, participation in the program at the destination may be cancelled.

Eligible applicants: University students and graduate students
* Any major is OK, but the available positions and companies of the internship are mainly in IT & Business.

Internship site: Vietnam Danang *Work location depends on the place of each internship-hosting company.

Application for Credit: Credit can be applied for but credit granting policies may differ between faculties.
*Check the List of Credit Granting Policy of Faculties for the Programs directed by Global Education Center

Training contents: Selected applicants will take part in training sessions to acquire basic knowledge including Vietnamese culture and business manners at Vietnamese companies, and then will be sent to different hosting companies to do an internship for about four weeks. After the selection of applicants, they will be assigned to suitable hosting companies depending on the category of business and type of work desired by each participant - encompassing a broad range of business fields, including IT fields such as software development as well as personnel affairs, marketing, publicity, and quality assurance - through in-person and online meetings and other modes of correspondences among Hosei FPT University and hosting companies in Vietnam.

Qualification: Applicants must satisfy all the following requirements:

1. Communication skills in English or the local language of the destination (No minimum score standard)
✂Communication skills in the local language of the location is preferred.
2. Applicants must be able to participate in all of the explanatory meetings and review seminars designated by Hosei University and FPT University before and after the internship program.
3. Consent of a guarantor for the application/participation
4. Passport must be valid for at least 6 months from Feb. 24. *New or updated passports must be obtained by Oct. 21 (Sat.).

Schedule:

Dates	Contents	Site/submission destination, etc.
Sep. 27th (Wed), Oct. 3rd (Tue), 6th (Fri) 12:30~13:00 / 13:10~13:40	Information Session	Scheduled to be held online. Refer to Global Education Center web site in detail.
Sep. 27th (Wed) ~Oct. 11th (Wed)14:00	Application Period	Submit of forms via the online application form.
Oct. 17th (Tue) or later	Announcement of the applicant screening result	Notified by e-mail
Oct. 21st (Sat)	Interview	Details will be informed later
Oct. 24th (Tue)or later	Announcement of the oral interview result	Notified by e-mail
In Mid-Nov. to Jun.	Procedures to allocate interns to suitable hosting companies (Excluding terms of classes and exam periods)	Conduct an online interview with coordinator from FPT university and a host company
Dec. 23rd (Sat)13:00~16 :00(TBA)	Briefing session	Ichigaya G Lounge
Feb. 26th (Mon) to Mar. 22nd (Fri) *Departure date will be 1-2 days before and after the program.	Overseas internship period	FPT University or Hosting companies
Apr. 13th 2024 (Sat)	Debriefing session	Ichigaya G Lounge
Mid-May 2024 (Optional)	Debriefing at the event	Hosei Global Day 2024

*Attendance for Information Session is not mandatory but helps you to know about contents of the program.

* Please refer to the “Internship Information Agenda” for program details.

- Application: 1) •Submit the Application Form, which can get from Hosei University Global Education Center web site https://www.global.hosei.ac.jp/programs/oncampus/volunteer_internship/ , via the online application form below within the application period.
<https://ws.formzu.net/fgen/S323903103/>
- Also submitting a scanned copy data of Student ID card and Language certificate.
 - Please make sure to submit the Application Form as a word file.
- 2) Both document screening and interview screening results will be sent to your university e-mail address (@stu.hosei.ac.jp).
- 3) Those who are currently participating or planning to participate in an overseas program (SA program, etc.) at Hosei University should confirm in advance with Global Education Center regarding the application for this program.

Participation fees:

	Paid by university	Paid by each participant
Traveling expense in Japan	—	✓ (Actual cost)
Round-trip airfare (Airline to be designated by the university)	—	✓ (Actual cost)
Program participation fee (Including training and inspection fees)	✓	—
Transportation costs from and to the airport in Vietnam at arrival and departure	✓	—
Accommodation fee *1	✓	—
Overseas travel insurance (Designated by the university)	—	✓ (Approx. ¥20,000)
Meal costs	—	✓ (Actual cost)
Commutation costs (Between your lodging facility and hosting company)	—	✓ (Actual cost)
Personal expenses	—	✓ (Actual cost)

* Participants will be staying at the hotel room shared by two students. During the program, 2-3 days will be spent with a Vietnamese host family in order to deepen understanding of Vietnamese culture.

Note: Be sure to confirm the content of this document before application.

- (1) Participants are not allowed to visit countries other than the destination on the way to or back from the program.
- (2) Participants must purchase air tickets designated by the university for the purpose of risk control.
- (3) Participants must take out overseas travel insurance designated by the university.
- (4) In case of cancellation, you will be charged with an amount equivalent to the actual costs claimed by the co-host (FPT) at that point.
- (5) Participants must sign a pledge before departure.
- (6) Participants must submit a report in a predetermined manner.
- (7) Read the Ministry of Foreign Affairs' safety information concerning security of your destination and the precaution statement of the Ministry of Health, Labor and Welfare quarantine station for infections and other health hazards.
- (8) Participation in the program may be terminated if a participant engages in any act that is illegal or offensive to public order and morals.

<Contact>

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